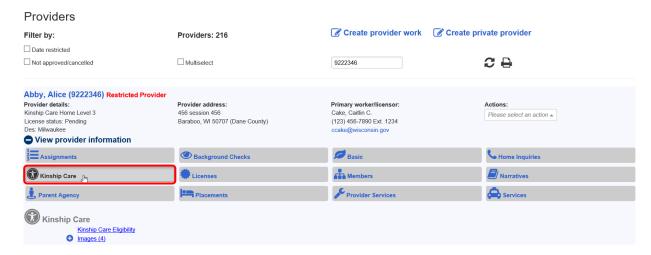
Kinship Care Eligibility

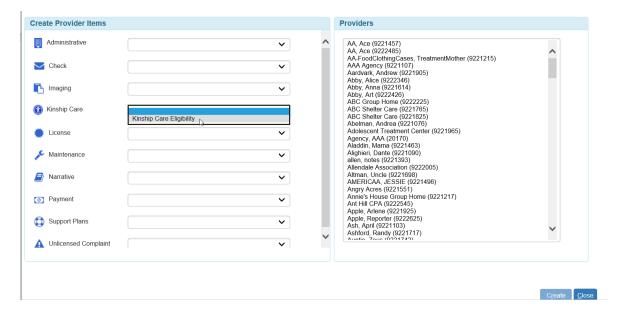
The Kinship Care Eligibility page allows workers to create and view all Kinship Care applications, redeterminations, and appeals in a centralized location within eWiSACWIS. To access the page, click on the Kinship Care item under the home provider and then click on the Kinship Care Eligibility link.



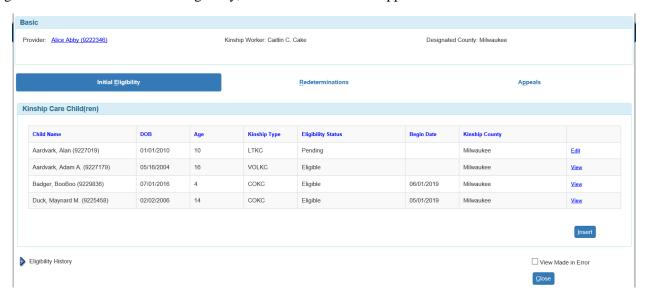
The page can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.



If the page does not already exist under the home provider, it can be created via the Create Provider Work page.



The page includes three tabs: Initial Eligibility, Redeterminations and Appeals.



The 'Basic' section contains three fields:

- 1. **Provider**: Hyperlinked provider name, which opens the Home Provider page. The Home Provider page opens in edit mode for workers that are from the provider's designated county and have edit security.
- 2. **Kinship Worker**: The name of the Kinship worker who was most recently assigned to the provider.
- 3. **Designated County**: The provider's designated county, as indicated on the Home Provider page.

Initial Eligibility Tab

The 'Initial Eligibility' tab is the where the application process for determining Kinship Care eligibility begins. It also displays any pending, current, and historical eligibility determinations for the provider.

- If the provider does not have any current or previous Kinship Care placements or services, this tab will be blank.
- If there are any existing current or pending Kinship Eligibility Determination pages, rows will display in the 'Kinship Care Child(ren)' section with either a View or Edit hyperlink.
 - If the Kinship Eligibility Determination page has been fully approved, a 'View' hyperlink is displayed.
 - o If the Kinship Eligibility Determination page has not been fully approved and is in Pending status, an 'Edit' hyperlink is displayed if the worker has edit security and an assignment to the provider. If not, then a 'View' hyperlink will display.

The 'Kinship Care Child(ren)' section displays determinations with the status of Eligible, Eligible – Waitlisted, and Pending. Records in this section have no End Date, or the End Date is the current date or a future date. Each column is sortable.

- **Child Name**: The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB**: The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.

- **Age**: The age of the child. Calculated by the system and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type**: The type of Kinship Care the provider is applying for or has previously applied for. Prefilled from the 'Kinship Type' field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- Eligibility Status: The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible Waitlisted, and Pending.
- **Begin Date**: The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.
- **Kinship County**: Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

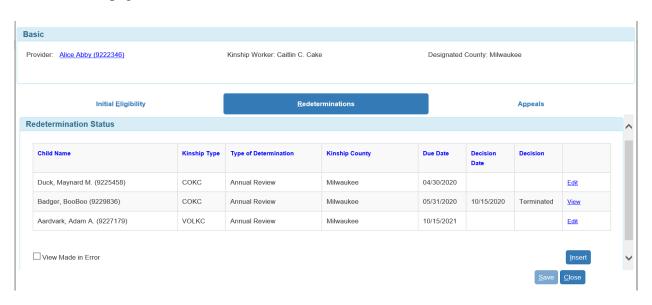
For new applications, click on the 'Insert' button to create a new Kinship Eligibility Determination page for the child and the provider. Upon clicking the 'Insert' button, the Person Search page launches in order to search for the child. The 'Insert' button will be disabled for workers who do not have edit security and an assignment to the provider.

- If the selected child has an existing Kinship Eligibility Determination that is in Pending status, an alert message will display: "Please note that a Kinship Care Eligibility Determination is already in process for the selected person. A duplicate Determination cannot be created. Please open the pending Determination."
- If the selected child's most recent fully approved Kinship Eligibility Determination has the status of "Eligible", an alert message will display: "The child already has an approved Kinship Care Eligibility Determination. A duplicate Determination cannot be created. Please create the appropriate Placement or Service."

The second section on the page is the 'Eligibility History' section. This section displays Kinship Eligibility Determination records that have been marked as Made in Error, have a status of Not Eligible, or the End Date is in the past. By default, the section is collapsed or not expanded. Each column is sortable.

- **Child Name**: The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB**: The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.
- Age: The age of the child. Calculated by the system and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type**: The type of Kinship Care the provider is applying for or has previously applied for. Prefilled from the 'Kinship Type' field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- Eligibility Status: The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible Waitlisted, and Pending.
- **Begin Date**: The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.

- **End Date**: The end date of the Kinship Care placement or service or the date the Kinship Eligibility Determination page was Not Approved or Made in Error.
- **Kinship County**: Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.



Redeterminations Tab

The 'Redeterminations' tab displays records for children who are due for a redetermination of eligibility, as well as records of redeterminations that are in process or have been fully approved.

- Upon approval of an initial determination with a status of Eligible, the system automatically inserts a row on the 'Redeterminations' tab for the child.
- A new Kinship Eligibility Redetermination page can also be added manually at any time by clicking on the 'Insert' button.
- If the Kinship Eligibility Redetermination page has been fully approved, Terminated, or Made in Error, then a "View" hyperlink is displayed.
- If the Kinship Eligibility Redetermination page has not been fully approved and is in Pending status, an "Edit' hyperlink is displayed if the worker has edit security and an assignment to the provider. If not, then a 'View' hyperlink will display.
- By default, redeterminations that were made in error are not displayed. In order to view them, the 'View Made in Error' checkbox must be checked. Unchecking the checkbox will hide them again.

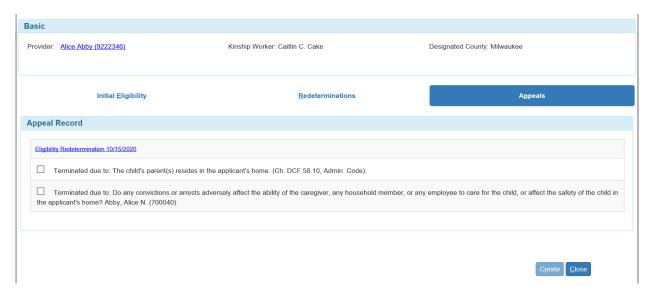
The 'Redetermination Status' section is the only section on the tab. The section will be blank if there are no open Kinship placements or services for the provider or if no Kinship Eligibility Redetermination pages have been created. Each column is sortable.

- **Child Name**: The name of the child with an open Kinship Care placement or service with the provider (i.e. Kinship Eligibility Determination page has been fully approved with the status of "Eligible").
- **Kinship Type**: The type of Kinship Care. Derived from the initial eligibility of the provider as determined on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Type of Determination**: The type of redetermination. Possible values are: Annual Review, Change of Circumstance(s), Child Over 18, and Child Over 19.
- **Kinship County**: Displays the county of the worker from the initial eligibility.

- **Due Date**: For rows that are automatically inserted upon approval of an initial determination with a status of Eligible, the Due Date is pre-filled with a date that is 12 months from the Decision Date on the Initial Eligibility tab. The field will be blank for manually inserted rows. The field will display 'N/A' when the Type of Determination is Change of Circumstance(s), Child Over 18, or Child Over 19.
- **Decision Date**: The date the Kinship Eligibility Redetermination page was fully approved.
- **Decision**: The decision as determined on the Kinship Eligibility Redetermination page once it has been fully approved. Possible values are: Approved, Terminated, or Made in Error.

To manually insert a new redetermination, click on the 'Insert' button to create a new Kinship Eligibility Redetermination page for the child and the provider. Upon clicking the 'Insert' button, a Redetermination Participants page launches to allow the worker to select one or more children. The Redetermination Participants page displays a list of children that have a fully approved Kinship Eligibility Determination with the provider. The 'Insert' button will be disabled for workers who do not have edit security and an assignment to the provider.

• If the child's most recent fully approved Kinship Eligibility Determination has the status of "Eligible", but no placement/service associated with this determination exists, an alert message will display if the worker attempts to create a new redetermination: "The child is missing the Placement or Service. Please create the appropriate Placement or Service for the child before creating a Redetermination."



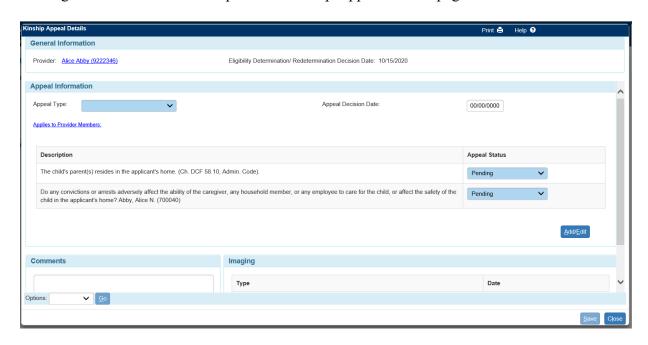
Appeals Tab

The 'Appeals' tab allows workers to document and view appeals filed against an initial eligibility determination with a status of 'Not Eligible' or a redetermination with a status of "Terminate".

The 'Appeal Record' section is the only section on the tab. The section will be blank if no appeal records have been created. If one or more appeal records have been created, the appeal information will be displayed under the determination or redetermination that the appeal corresponds to.

- Eligibility Determination or Eligibility Redetermination hyperlink: Hyperlink that includes the Decision Date of the eligibility determination or redetermination that is eligible for an appeal. Clicking on the hyperlink opens the associated determination or redetermination in view-only mode.
- Checkboxes: Each reason that the determination is 'Not Eligible' or the redetermination is 'Terminated' is displayed with a checkbox. Select the checkbox(es) for the denial or termination reason(s) that are being appealed by the provider. The checkboxes remain enabled until the appeal is in process and not fully approved. If the appeal is not overturned, the checkboxes will become enabled again after approval.

• **Create button**: As soon as at least one checkbox is selected, the 'Create' button becomes enabled. Clicking on the 'Create' button opens the Kinship Appeal Details page.



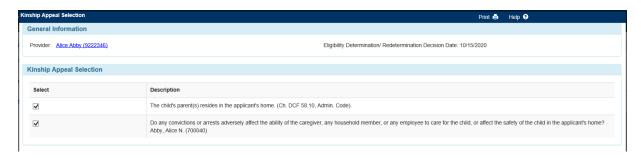
The Kinship Appeal Details page allows workers to document the status of an existing Kinship Eligibility Determination or Redetermination appeal.

The page contains four sections:

- 1. The 'General Information' section displays the provider name and ID, as well as the Decision Date for the eligibility determination or redetermination that is being appealed.
 - Provider: Hyperlinked provider name, which opens the Home Provider page. The Home
 Provider page opens in edit mode for workers that are from the provider's designated county and have edit security.
 - o **Eligibility Determination/Redetermination Decision Date**: Displays the date of the determination or redetermination decision. Pre-filled from the Kinship Care Eligibility page.
- 2. The 'Appeal Information' section captures the type of appeal, the decision date, which provider members that appeal pertains to, and the status of the appeal for each denial or termination reason that is being appealed.
 - a. **Appeal Type**: Dropdown to select the type of appeal. Possible values are: Agency Director, Div. of Hearings and Appeals, Circuit Court, Court of Appeals, and Supreme Court.
 - b. **Appeal Decision Date**: User entered field to capture the date of the appeal decision. The date entered cannot be prior to the date in the 'Eligibility Determination/Redetermination Decision Date' field.
 - c. **Applies to Provider Members**: Hyperlink that launches the Kinship Provider Selection page. Select the checkbox(es) for the provider member(s) that the appeal pertains to. The 'Select All' checkbox allows the worker to select all provider members in one click. At least one provider member must be selected in order to approve the page.

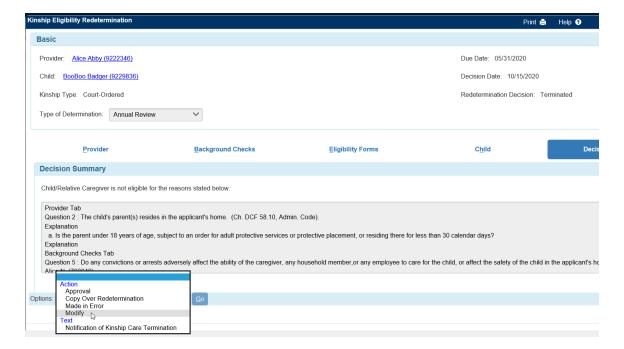


- d. **New Date Completed Application Received**: User entered field to capture the date a new completed application is received. This field only displays if all of the "Appeal Status" dropdown fields are either "Overturned" or "Stipulated". Cannot be a future date.
- e. **Description**: Displays the denial or termination reason(s) that are being appealed by the provider as selected on the previous page (Appeals tab).
- f. **Appeal Status**: User selected dropdown to indicate the status of the appeal. This field defaults to Pending when the page is first launched. Possible values are: Pending, Overturned, Upheld, Withdrawn, and Stipulated.
- g. **Add/Edit button:** Button that is displayed when the page is in edit mode. Upon clicking, launches the "Kinship Appeal Selection" page, where the worker can select or deselect denial or termination reason(s) that are being appealed by the provider.

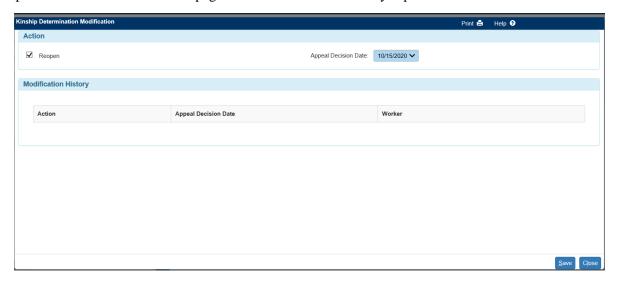


- 3. The 'Comments' section contains an optional narrative field to document any information that pertains to the appeal.
- 4. The 'Imaging' section allows the worker to upload images of documents that pertain to the appeal.

If any of the Appeal Status dropdowns are set to 'Overturned' or 'Stipulated' at the time of approval, the associated Kinship Eligibility Determination or Kinship Eligibility Redetermination page becomes editable again in order to allow for modifications to the page, if needed, related to the appeal. To make modifications to the determination or redetermination, select 'Modify' from the Options drop-down on either the Kinship Eligibility Determination page or the Kinship Eligibility Redetermination page.



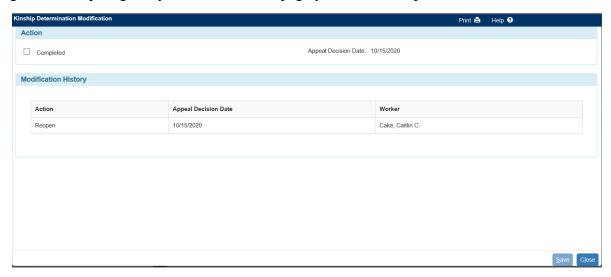
The Kinship Determination Modification page launches when the 'Modify' option is selected.



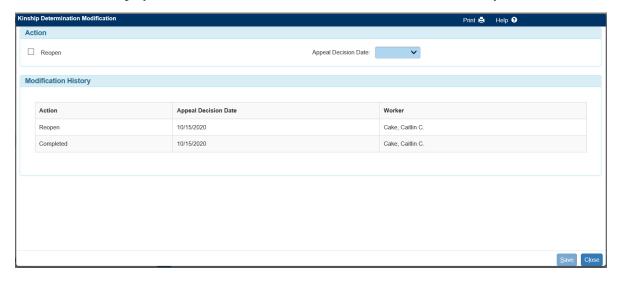
The Kinship Determination Modification page contains two sections.

- 1. The 'Action' section displays a checkbox with a dual purpose.
 - When the page is opened initially, the checkbox label shows 'Reopen'. Upon checking the 'Reopen' checkbox and successfully saving the page, the associated Kinship Eligibility Determination page or Kinship Eligibility Redetermination page becomes editable.
 - When the determination or redetermination page is editable, the checkbox label switches to "Completed". In order to return to this page after making the necessary modifications, select 'Modify' again under the Options dropdown on the Kinship Eligibility Determination page or Kinship Eligibility Redetermination page. Upon checking the "Completed" checkbox and successfully saving the page, the associated Kinship Eligibility Determination page or Kinship Eligibility Redetermination page becomes view only again. The checkbox label once again shows 'Reopen'.

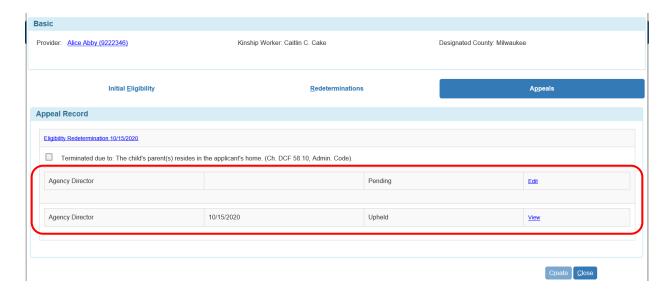
This section also contains the 'Appeal Decision Date' dropdown, which lists the dates for all appeals that have a status of Overturned or Stipulated. Select the date for the Kinship Eligibility Determination page or Kinship Eligibility Redetermination page you wish to reopen for modifications.



- 2. The 'Modification History' section displays a running history of all modifications made to a particular Kinship Eligibility Determination page or Kinship Eligibility Redetermination page.
 - a. Action: Displays the most recently saved modify action. Possible values are: Reopen or Completed.
 - b. **Appeal Decision Date**: Displays the Appeal Decision Date for the appeal that is the reason for the page modifications.
 - c. Worker: Displays the name of the worker who saved the most recent modify action.



Once an appeal record has been created and saved, a new row will display on the Appeals tab underneath each denial or termination reason. Once an appeal decision has been made, an additional row will display. These rows display the Appeal Type, Appeal Decision Date, and Appeal Status from the corresponding Kinship Appeal Details page.

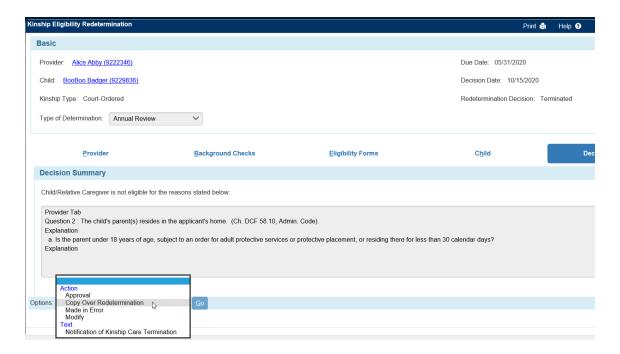


In addition, an 'Appeal' hyperlink will display on the desktop beside the Kinship Care Eligibility hyperlink. This serves as a visual indicator that there is an appeal associated with a determination or redetermination for this provider. Clicking on the hyperlink opens the Kinship Care Eligibility page with the Appeals tab selected.



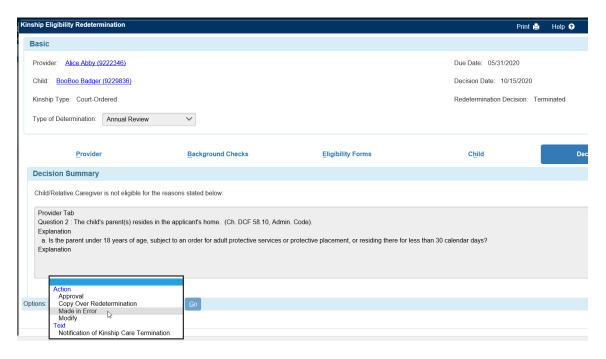
Aside from the Approval and Modify actions, the Options dropdown allows the worker to copy over the redetermination. The 'Copy Over Redetermination' action becomes available in the Options dropdown after the initial save of the Kinship Eligibility Redetermination page. Selecting the 'Copy Over Redetermination' action opens the Redetermination Participants page to allow the worker to select the child to create the duplicate redetermination for. The list of children displayed is limited to children with the same current Kinship Type as the Kinship Type of the Kinship Eligibility Redetermination page where the Redetermination Participants page was launched from. Only one child can be selected at a time. The copy over feature only copies a limited amount of information, which varies depending on the Kinship Type.

Court-Ordered	Long Term	Voluntary
Background Checks tab	 Background Checks tab 	 Background Checks tab
• Question 6 on the Child tab	 Question 7h on the Child tab 	 Question 7k on the Child tab

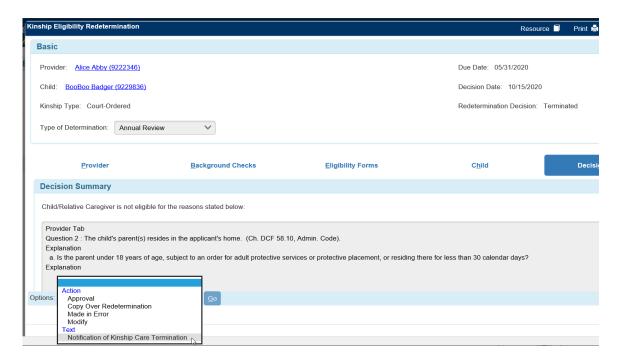


The Options dropdown on the Kinship Eligibility Determination, Kinship Eligibility Redetermination, and Appeal Details pages also allows the worker to indicate that the page has been Made in Error. The 'Made in Error' action is always available in the Options dropdown for determinations or redeterminations when the page is in edit mode, regardless of whether the page has been approved. For the Appeal Details page, the 'Made in Error' action is only available after the page has been fully approved, and only worker with the proper security can perform this action. Selecting the 'Made in Error' action displays an alert message that is specific to the page it is displayed from: "This action will set this [page name] to Made in Error. Are you sure you want to continue?"

• Note: When a Court-Ordered Kinship Eligibility Determination page is made in error, an email is sent to notify workers assigned to the provider that no further licensing actions are necessary.



The Options dropdown also allows the worker to launch notifications from the Kinship Eligibility Determination page or Kinship Eligibility Redetermination page.



For more information related to the Kinship Care Eligibility pages, additional user guides and resources can be found on the eWiSACWIS Knowledge Web.